



JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

ACCOUNTING ADMINISTRATOR II

\$4,772 - \$5,757

SACRAMENTO

The Department of Insurance is seeking a candidate with effective communication skills and strong administrative and supervisory abilities to serve as the Department's Chief Accounting Officer. The candidate must possess the personal qualifications necessary to succeed in supervising accounting activities and personnel.

RESPONSIBILITIES:

Under the general direction of the Chief, Financial Planning Division, CEA 2, the incumbent plans, organizes, directs, and oversees the operation of the Department of Insurance's Accounting Office. Responsibilities include but are not limited to the following:

- Supervises the highly complex Accounting functions, including payables, receivables, revolving fund, cashiering, general ledger, security deposits and gross premium tax collection. Ensures that centralized records of the Department's appropriations, financial activities, cash flow and fiscal reports are maintained. Works closely with departmental management and the State Controller's Office to reconcile program accounting reports, ensure revenue collections and facilitate program cost accounting, procedural documentation and implementation.
- Assists departmental management in providing and assessing critical accounting data and reports to maintain strong controls and accountability within the Department. Works closely with the Department of Finance and State Controller's Office in overseeing the Department's checks and balances.

DESIRABLE QUALIFICATIONS:

- Strong administrative and supervisory skills
- Ability to build consensus and provide strong leadership
- Ability to analyze issues and make sound decisions and recommendations
- Effective communication skills, both oral and written
- Knowledge and understanding of the principles and practices of CALSTARS
- A basic knowledge of the Department of Insurance and its programs

WHO MAY APPLY:

Applications will be accepted from current State employees at the Accounting Administrator II level, those within transfer range, or individuals who have list eligibility. Training and Development Assignments may be considered for certain classifications only if necessitated for recruitment purposes. All applications will be reviewed; however, only the most qualified candidates will be interviewed.

Applicants currently on SROA lists or employed by a surplus department are encouraged to apply. ***All applicants must clearly indicate the basis of their eligibility (i.e. SROA, surplus, reemployment, reinstatement, transfer, or list eligibility) on the state application.***

APPLICATION PROCEDURE:

Send a completed standard State of California application to Jovi Balaoro, Department of Insurance – Human Resources Management Bureau, 300 Capitol Mall, 13th Floor; Sacramento, CA 95814. **Please indicate "Accounting Administrator II #192-4542-XXX" on the State application.** For additional information about this position, please call (916) 492-3411.

FINAL FILING DATE: August 22, 2000.

NOTE: Interested individuals, including list eligibles, must submit applications by the final filing date in order to be considered for this position.

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD

8/8/00